

7 March 1960

MEMORANDUM FOR : [REDACTED]

25X1A

SUBJECT : Report of Cable Secretariat Operations
From 1-29 February 1960

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 11,102 IN cables, 4,426 OUT cables, 1,070 TD's and 881 miscellaneous items for a total of 17,479 work items for the month of February 1960. This represents a decrease of 36 items or .002% less than the 1959 monthly average of 17,515.

b. Cables decreased 72 or .05% below the 1959 monthly average of 15,600 cables. The February 1960 total is 1,095 or 7.5% more cables than January 1960 and 782 or 5% more than February 1959.

c. TD's decreased 6 or .005% under the 1959 monthly average of 1,076 TD's.

d. We processed an average of 638 cables Monday through Friday, 313 on Saturday and 169 on Sunday.

e. 1,250 cables or 8% of all cables processed were furnished to the Director as compared with 1,039 or 7% for January 1960.

2. Personnel

We are four persons short of our ceiling strength.

3. Training

All of our supervisory personnel have recently completed a two day supervisory course. This course was developed by the Office of Training for the Cable Secretariat supervisory personnel with emphasis upon problems within the Cable Secretariat. We are now awaiting a report from the Office of Training on the results of the course.

4. General

a. As stated in last months report, IWOOG was put in operation on 5 February 1960. It is a little too early to report on this operation, however, we have worked out a smooth working relationship with the staff and anticipate that next months figures will reflect our joint efforts to accomplish a greatly improved speed of service in the distribution of TD reports to the community. To service IWOOG is requiring extra staffing on our part, but we are doing it within our budgeted overtime.

b. Attachment A is a report showing Cable Secretariat operating costs for the last six months. While this report is not as accurate as we would like it to be, it at least gives us some idea of what it is costing to disseminate a cable. By "accurate" is meant that since a good part of our typing is done by other than those in typing positions and a good part of our mail and file work is done by other than those in mail and file positions, the allocated costs are not truly representative. We plan to prepare such a report semi-annually and to use the figures as a basis of identifying high cost operations and will endeavor to reduce costs wherever possible.


Cable Secretary

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Attachment: A